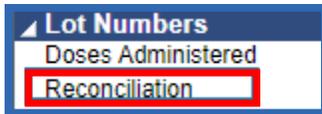


## Search & Edit Lot Numbers

### How do I view my clinic's inventory in the WAIS?

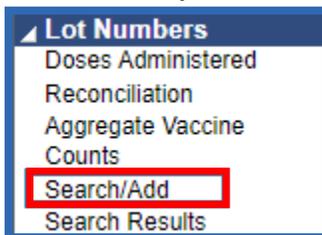
1. Log into your organization and facility in the WAIS.
2. Click on **Lot Numbers** from the menu on the left.
3. Choose **Reconciliation**.



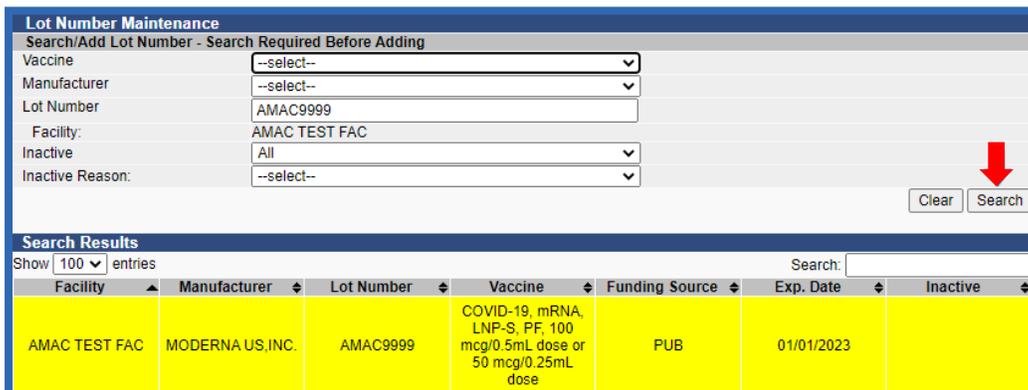
4. The **Reconciliation** page will appear, and you will see all active lot numbers for your clinic.
  - a. Lot numbers nearing their expiration date will be highlighted **yellow**, and expired lot numbers will be **red**.

### How do I search for and edit my clinic's lot numbers in the WAIS?

1. Once you are logged in, click **Lot Numbers** from the menu on the left.
2. Choose **Search/Add**.



3. The **Lot Number Maintenance** page will appear. Enter your search criteria and click **Search**.
4. Click on the **Lot Number** you want to edit from the **Search Results**.



**Lot Number Maintenance**  
Search/Add Lot Number - Search Required Before Adding

Vaccine:

Manufacturer:

Lot Number:

Facility:

Inactive:

Inactive Reason:

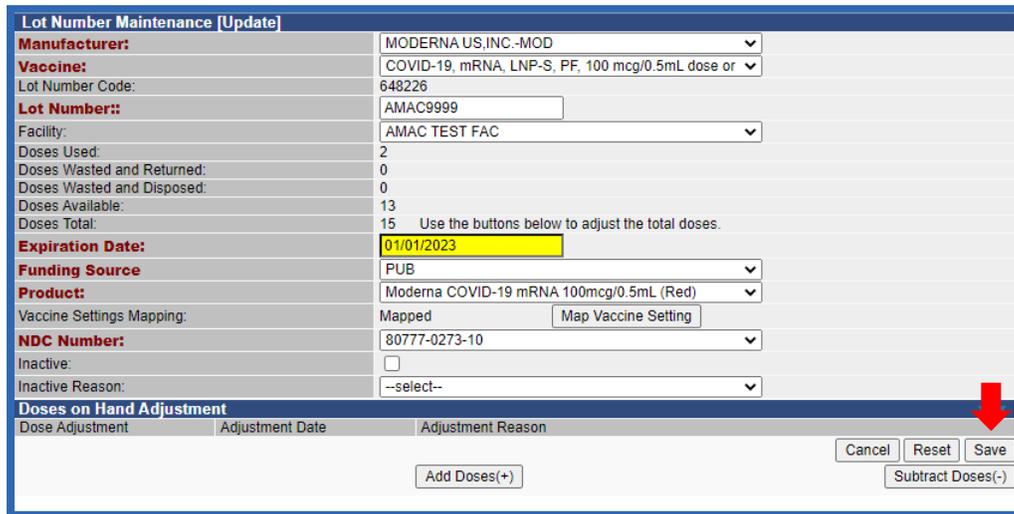
**Search Results**  
Show 100 entries

Facility	Manufacturer	Lot Number	Vaccine	Funding Source	Exp. Date	Inactive
AMAC TEST FAC	MODERNA US, INC.	AMAC9999	COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5mL dose or 50 mcg/0.25mL dose	PUB	01/01/2023	

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## Search & Edit Lot Numbers

- The **Lot Number Maintenance [Detail]** page will appear. Click **Edit** on the bottom right.
- The **Lot Number Maintenance [Update]** page will appear. Make edits/changes as needed (such as expiration date) and click **Save** on the bottom right of the page.



**Lot Number Maintenance [Update]**

**Manufacturer:** MODERNA US, INC.-MOD

**Vaccine:** COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5mL dose or

Lot Number Code: 648226

**Lot Number:** AMAC9999

Facility: AMAC TEST FAC

Doses Used: 2

Doses Wasted and Returned: 0

Doses Wasted and Disposed: 0

Doses Available: 13

Doses Total: 15 Use the buttons below to adjust the total doses.

**Expiration Date:** 01/01/2023

**Funding Source:** PUB

**Product:** Moderna COVID-19 mRNA 100mcg/0.5mL (Red)

Vaccine Settings Mapping: Mapped

**NDC Number:** 80777-0273-10

Inactive:

Inactive Reason: --select--

**Doses on Hand Adjustment**

Dose Adjustment	Adjustment Date	Adjustment Reason
<input right;"="" text-align:="" type="button" value="Add Doses(+)&lt;/input&gt;&lt;/td&gt; &lt;/tr&gt; &lt;/tbody&gt; &lt;/table&gt; &lt;p style="/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Save"/> <input type="button" value="Subtract Doses(-)"/>		

- The **Lot Number Maintenance [Detail]** page will again appear. Any updates made should be reflected on this page, as well as in your clinic's **Reconciliation** page.



**Questions?** Contact the IIS Help Desk at 1-800-325-5599 or [WAIISHelpDesk@doh.wa.gov](mailto:WAIISHelpDesk@doh.wa.gov)